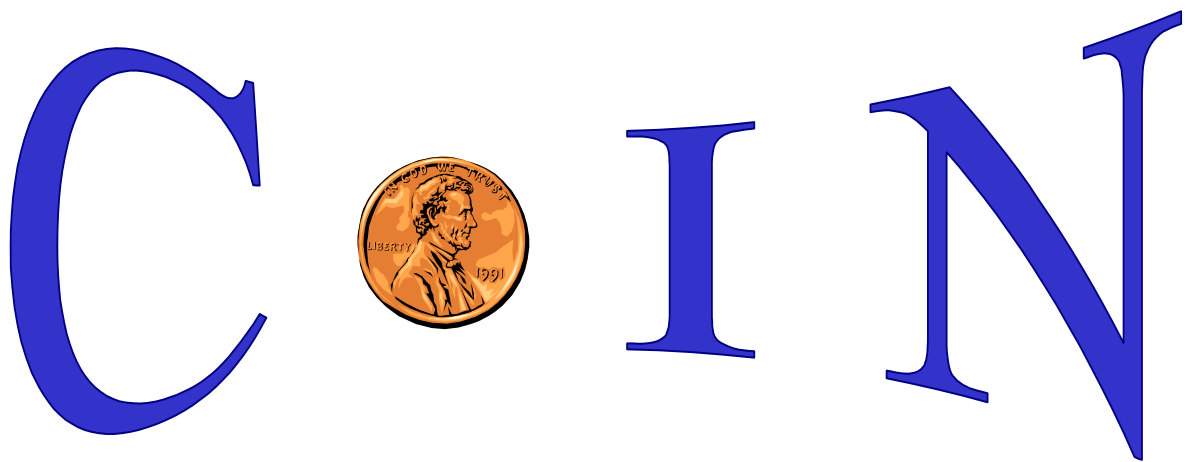


Constitutional Officer Information Network



Budget Request Guide

Sheriffs/Regional Jail Superintendents

**Compensation Board
December 1, 2007**

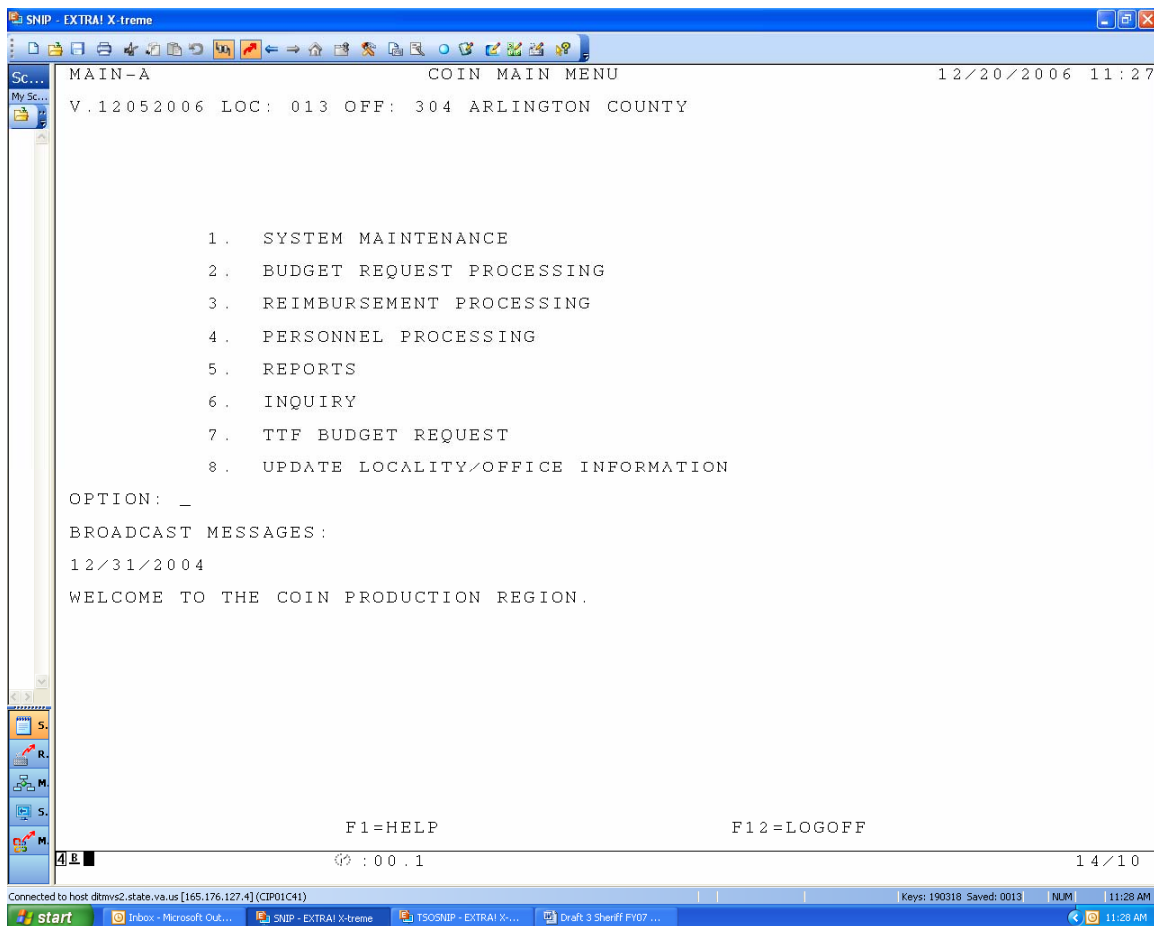
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CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)

1. COIN MAIN MENU



- **Select Option #2- “Budget Request Processing”**



2. Main Menu - Option #2, Budget Request (OLB) Menu

Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

SNIP - EXTRA X-trame

MCB0 COIN BUDGET REQUEST 2006-12-20 11:27

V.11072006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

OFFICE: SHERIFF OFFICER: ARTHUR

BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY

 - LAST NAME OR STARTING LAST NAME: _____

 - POSITION NUMBER OR STARTING POSITION NUMBER: _____

ENTER "X" FOR SORT ORDER ONLY

2. ADDITIONAL EMPLOYEE REQUEST

3. TEMPORARY PERSONNEL

4. FULL OR PARTIALLY FUNDED PERSONNEL

5. OFFICE EXPENSE FUNDING

6. EQUIPMENT (EXCLUDING CLERKS)

7. RECORD WORKLOAD INFORMATION

8. UPDATE LOCALITY INFORMATION

9. SPECIAL PROGRAM CERTIFICATION

10. CERTIFY BUDGET REQUEST

11. COMMENTS

OPTION _____

F1=HELP F3=MENU F4=TOTALS F12=MAIN

22/09

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190320 Saved: 0013

Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
 - ✓ If you wish to view a prior fiscal years Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu – continued

SHIP - EXTRA! X-treme

COIN BUDGET REQUEST 2006-12-20 11:27

MCB0
V.11072006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY
OFFICE: SHERIFF OFFICER: ARTHUR

BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
 _ LAST NAME OR STARTING LAST NAME: _____
 _ POSITION NUMBER OR STARTING POSITION NUMBER: _____
 ENTER "X" FOR SORT ORDER ONLY

2. ADDITIONAL EMPLOYEE REQUEST
 3. TEMPORARY PERSONNEL
 4. FULL OR PARTIALLY FUNDED PERSONNEL
 5. OFFICE EXPENSE FUNDING
 6. EQUIPMENT (EXCLUDING CLERKS)
 7. RECORD WORKLOAD INFORMATION
 8. UPDATE LOCALITY INFORMATION
 9. SPECIAL PROGRAM CERTIFICATION
 10. CERTIFY BUDGET REQUEST
 11. COMMENTS

OPTION ____

F1=HELP F3=MENU F4=TOTALS F12=MAIN

22/09

Connected to host dnmv2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190320 Saved: 0013 NUM 11:11:20 AM

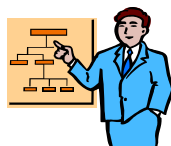
Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
 - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
 - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
 - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
 - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
 - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option' ____
 - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE BUDGET REQUEST (OLB)



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and the Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

SNIP - EXTRA! X-treme

MCB1 COIN BUDGET REQUEST 2006-12-15 13:06

V.11292006 FY: 2008 LOC: 530 OFF: 304 BUENA VISTA CITY

PERMANENT PERSONNEL SORTED BY LAST NAME

| CHG | POS | SSN | LAST NAME | FIRST NAME | ANNUAL APPROVED | LOCAL SALARY | SALARY AMT REQ SUPPL | SALARY AMT REQ ABOVE | CLASS | CLASS CHANGE |
|-------|-------|-----------|------------|------------|--------------------|-----------------|----------------------------|----------------------------|-------|-----------------|
| C | 00002 | *****2345 | HERBERTSON | DANIEL | 37070 | 3 37070 | 0 | 0 | 37070 | CS10 ----- |
| C | 00001 | *****1234 | JONES | MATTHEW | 57372 | 57372 | 0 | 0 | 57372 | SHERC ----- |
| C | 00003 | *****3456 | MORRISON | MELANIE | 21338 | 21338 | 0 | 0 | 21338 | SECI ----- |
| TOTAL | | | | | | | | | | 0003 |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

4 8 : 00.1 11/26

Connected to host dltmvs2.state.va.us [165.176.127.4] (CIP00626)

Keys: 188804 Saved: 0002 NUM 1:07 PM

start Inbox - Microsoft Out... Sheriff Drafts SNIP - EXTRA! X-treme Draft 3 Sheriff FY07... 1:07 PM

Option #1, Permanent Personnel

MCB1 COIN BUDGET REQUEST 2006-12-15 13:06
V.11292006 FY: 2008 LOC: 530 OFF: 304 BUENA VISTA CITY

PERMANENT PERSONNEL SORTED BY LAST NAME

| CHG | POS | SSN | ANNUAL | LOCAL | SALARY | AMT REQ | FIRST NAME | CLASS | CLASS |
|-----|-------|-----------|----------|---------|--------|---------|------------|-------|--------|
| | | | APPROVED | SALARY | SUPPL | ABOVE | AMT REQ | | CHANGE |
| C | 00002 | *****2345 | 37070 | 3 37070 | 0 | 0 | DANIEL | CS10 | ----- |
| C | 00001 | *****1234 | 57372 | 57372 | 0 | 0 | MATTHEW | SHERC | ----- |
| C | 00003 | *****3456 | 21338 | 21338 | 0 | 0 | MELANIE | SECI | ----- |
| | | | | | | | | TOTAL | 0003 |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN
GP: 00-1 11/26

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
 - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the CB annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
 - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
 - ✓ Blank Space = No CB10 action taken
 - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered in the permanent personnel screen of the budget request process prior to sign off by the officer

PROCEDURES:

| | |
|-------------------------|--|
| Annual Approved: | Supplied by CB (Can be changed by CB) |
| Local Salary: | Enter the <u>total salary</u> for each position including locality supplement if applicable. If no local supplement funded press the "Enter" key and the CB Annual Approved Salary will be used. |
| Salary Suppl: | Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement |
| Amt Req Above: | Calculated for you = Salary Amount Requested – CB Annual Salary gives you amount requested above |
| Sal Amt Req: | Entered by Officer or Compensation Board |
| Class: | Supplied by system |
| Class Change: | Enter the class you are requesting for a salary alignment for the employee currently in this position. (Do Not Enter A CB10 For This Request) |

- After all requested data has been entered, press the "Enter" key to update
- Press 'F8' to proceed to the next page
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office



4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

| CLASS | ENTRY LEV | SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|--------------|-----------|-----|------------------|---------------|
| PCLS | 17785 | * | — | |
| PMED | 17785 | * | | |
| PREC | 17785 | * | | |
| PTRT | 17785 | * | | |
| CK A | 19092 | * | | |
| CS7 | 27148 | * | | |
| C7 | 27148 | * | | |
| TOTAL | | | | 0008 |

Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required**, you must enter a '0' or the number of additional full-time CB funded positions requested
- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY09, as they were in FY08, based upon the request and in accordance with the Compensation Board's staffing standards
- Valid CB Class must be entered; salary request must be between minimum and maximum of pay band of class requested.

Option #2, Additional Personnel Request

SNIP - EXTRA! X-treme

MCB2 COIN BUDGET REQUEST 2006-12-20 11:28

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

ADDITIONAL PERSONNEL REQUEST

| CLASS | ENTRY LEV SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|-------|------------------|---------------------|------------------|
| PCLS | 17785 * | — | |
| PMED | 17785 * | | |
| PREC | 17785 * | | |
| PTRT | 17785 * | | |
| CK A | 19092 * | | |
| CS7 | 27148 * | | |
| C7 | 27148 * | | |
| | | | TOTAL |
| | | | 0008 |

ENTER NUMBER OF POSITIONS

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

4 00.1 08/25

Connected to host: dltmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190322 Saved: 0013 NUM 11:28 AM

Procedures:

| | |
|-----------------------------|--|
| Class: | Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see salary scale in the appendix |
| Entry Level | Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request |
| Number of Positions: | Enter the number of positions you are requesting |
| Blank Fields (Other) | Enter Class, Salary and number of positions requested |

- Press the "Enter" key after completing the information requested
- Press "F8" to proceed to the next screen
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #2, Additional Personnel Request

SHERIFF'S

SNIP - EXTRA! X-treme

MCB2 COIN BUDGET REQUEST 2006-12-20 11:28

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

ADDITIONAL PERSONNEL REQUEST

| CLASS | ENTRY LEV SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|-------|------------------|---------------------|------------------|
| PCLS | 17785 * | — | |
| PMED | 17785 * | | |
| PREC | 17785 * | | |
| PTRT | 17785 * | | |
| CK A | 19092 * | | |
| CS7 | 27148 * | | |
| C7 | 27148 * | | |
| | | | TOTAL 0008 |

ENTER NUMBER OF POSITIONS

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

08/25

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

start Inbox - Microsoft Out... SNIP - EXTRA! X-treme Draft 3 Sheriff FY07... Keys: 190322 Saved: 0013 NUM 11:29 AM

SUPERINTENDENT'S

SNIP - EXTRA! X-treme

MCB2 COIN BUDGET REQUEST 2006-12-06 11:11

V.11292006 FY: 2008 LOC: 450 OFF: 304 RAPPAHANNOCK SEC CTR

ADDITIONAL PERSONNEL REQUEST

| CLASS | ENTRY LEV SAL | NUM OF POSITIONS | TOTAL AMT REQ |
|-------|------------------|---------------------|------------------|
| R C7 | 27148 * | — | |
| R CKA | 19092 * | | |
| RPCLS | 17785 * | | |
| RPMD | 17785 * | | |
| RPREC | 17785 * | | |
| RPTRT | 17785 * | | |
| RSEC1 | 19092 * | | |
| | | | TOTAL 0007 |

ENTER NUMBER OF POSITIONS

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

08/25

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP03686)

start Inbox - Microsoft Out... Sheriff Drafts Draft 3 Sheriff FY07... TSOSNIP - EXTRA! X-treme SNIP - EXTRA! X-treme Keys: 106475 Saved: 0062 NUM 11:10 AM

Note: Regional Jail Superintendent Positions all begin with the letter “R” to denote Regional Jail positions



5. Option #3, Temporary Personnel Fund Request

Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

SNIP EXTRA! X-treme

MCB3 COIN BUDGET REQUEST 2006-12-20 11:29

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

TEMPORARY PERSONNEL REQUEST

| BASE AMOUNT APPROVED | TOTAL REQUESTED | AMOUNT REQUESTED ABOVE/ BELOW |
|-------------------------|--------------------|----------------------------------|
| 150978 | 0 | -150978 |

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

10/33

Connected to host dmsv2.state.va.us (165.176.127.4) (CIP01C41)

Keys: 190325 Saved: 0013 NUM 11:29 AM

Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
 - ✓ If no additional funds are needed above the 'Base Amount Approved', enter in the 'Base Amount Approved' as your total request for Temporary Personnel
 - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request

MCB3 COIN BUDGET REQUEST 2006-12-20 11:29

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

TEMPORARY PERSONNEL REQUEST

| BASE AMOUNT APPROVED | TOTAL REQUESTED | AMOUNT REQUESTED ABOVE/ BELOW |
|-------------------------|--------------------|----------------------------------|
| 150978 | 0 | -150978 |

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

10/33

Connected to host dtrms2.state.va.us [165.176.127.4] (CIP01C41)

Procedures:

Base Amt Approved: Supplied by COIN
Total Req: Enter your 'Total Request' for temporary funding
Amt Req Above/Below: This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #4, Fully Or Partially Funded Personnel

[illegible]

Helpful Hints:

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources.
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
 - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
 - ✓ Annual hours cannot exceed 2,080 per individual
 - ✓ Enter "X" in at least one fund source field
 - ✓ 'X' may be entered in as many of the fund source fields as are applicable for that record

Option #4, Fully Or Partially Funded Personnel

Procedures:

| | |
|---------------------|---|
| Del: | Enter 'D' to delete entry |
| Last Name: | Enter the employee's last name; if Vacant, type "Vacant" |
| First Name: | Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field |
| Class: | Enter the employee's class (Does not have to be a CB classification) |
| Hourly Rate: | Enter the employee's hourly wage rate |
| Annl Hours: | Enter the total number of hours worked <u>annually</u> |
| Tot Funds: | This field will be calculated for you |
| CB: | Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds |
| Loc: | Enter "X", if employee is partially or fully funded by the Locality |
| Fed: | Enter "X", if employee is partially or fully federally funded |
| Other: | Enter "X", if employee is partially or fully funded by other sources |

- Press the "Enter" key after completing the information requested
- Press 'F8' for next blank page when applicable
- Press 'F3' to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

SNIP - EXTRA! X-treme

MCB5 COIN BUDGET REQUEST 12/20/2006 11:30

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

OFFICE EXPENSE FUNDING REQUEST

STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
 POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
 REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
 OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES

| | BASE AMT APPROV | TOTAL REQ | AMT REQ ABOVE/ BELOW |
|--------------|--------------------|--------------|----------------------------|
| OFFICER AMTS | 0 | 0 | 0 |
| CB AMTS | | | |

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

20/37

Connected to host: dtmws2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190339 Saved: 0013 NUM: 11:30 AM

Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
 - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
 - ✓ Check the supplied amount to the original Compensation Board approved Budget, or CB approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding

SNIP - EXTRA! X-treme

MCB5 COIN BUDGET REQUEST 12/20/2006 11:30

V.12142006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

OFFICE EXPENSE FUNDING REQUEST

STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
 POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
 REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
 OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES

| | BASE AMT APPROV | TOTAL REQ | AMT REQ ABOVE/ BELOW |
|--------------|--------------------|--------------|----------------------------|
| OFFICER AMTS | 0 | 0 | 0 |
| CB AMTS | | | |

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

4 E : 00.1 20/37

Connected to host: dltms2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190339 Saved: 0013 NUM 11:30 AM

Procedures:

- Press the "TAB" key to go to the next field of entry

| | |
|-----------------------------|---|
| Base Amt Approved: | Supplied by COIN |
| Total Request: | Enter your 'Total Request' for office expense funding |
| Amt Req Above/Below: | This field will be calculated for you |

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



8. Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment

A screenshot of the SNIP - EXTRA! X-treme software interface. The window title is "SNIP - EXTRA! X-treme". The main screen displays "COIN BUDGET REQUEST" at the top right, with a date and time "12/20/2006 11:30". Below this, it shows "V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY". The screen is titled "EQUIPMENT REQUEST". It features a table with columns for "NEW UNIT", "NEW COST", "NEW QTY", "TOT COST", "RPL UNIT", "RPL COST", "RPL QTY", "TOT COST", "TOT QTY", "TOTAL COST", and "STRESSED COST". There are three rows for "DESC:" with dashed lines for input. At the bottom, there are function keys: "F1=HLP", "F3=EXIT", "F4=TOT", "F6=LST", "F8=NXT", "F10=ITEM", and "F12=MAIN". The status bar at the bottom shows "Connected to host dltmvs2.state.va.us [165.176.127.4] (CIP01C41)", "Keys: 190342 Saved: 0013", and "NUM 11:31 AM".

Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6, Equipment

MCB4 COIN BUDGET REQUEST 12/20/2006 11:30

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

| NEW UNIT COST QTY | NEW UNIT COST QTY | RPL UNIT COST QTY | TOT UNIT COST QTY | TOTAL COST | STRESSED COST |
|-------------------|-------------------|-------------------|-------------------|------------|---------------|
| DESC: ----- | | | | | |
| ----- | | | | | |
| DESC: ----- | | | | | |
| ----- | | | | | |
| DESC: ----- | | | | | |
| ----- | | | | | |

F1=HLP F3=EXIT F4=TOT F6=LST F8=NXT F10=ITEM F12=MAIN

11/09

Connected to host dltmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190342 Saved: 0013 NUM 11:31 AM

Procedures:

- User will select and enter the equipment category they wish to request
 - ✓ Category 'A', IT Equipment
 - ✓ Category 'B', Office Equipment
 - ✓ Category 'C', Furniture
 - ✓ Category 'D', Radio Equipment (Sheriffs with Law Enforcement only)
- To proceed to your next equipment category, enter in your next 'SEL CATEGORY'

| | |
|------------------------|--|
| Desc: | List requested equipment |
| New Unit Cost: | Enter unit cost of the New equipment requested |
| New Qty: | Enter the quantity here, if this is New equipment not presently owned |
| New Total Cost: | Calculated |
| RPL Unit Cost: | Enter unit cost of the Replacement equipment requested |
| RPL Qty: | Enter the quantity here, if this is Replacement equipment for existing equipment being replaced |
| RPL Total Cost: | Calculated |
| Total Qty: | Calculated (New + Replacement) |
| Total Cost: | Calculated (New + Replacement) |
| Stressed Cost: | Calculated (See Operating Manual) |

- Press the "Enter" key after all required information has been entered
- Press 'F8= Next' key to proceed to the next screen if additional screens are needed for your equipment request
- Press 'F3 = Exit' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category A – Information Technology (It) Equipment

MCB4 COIN BUDGET REQUEST 12/20/2006 11:30
V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

| NEW UNIT | NEW COST | NEW QTY | RPL UNIT | RPL COST | RPL QTY | TOT COST | TOT QTY | TOTAL COST | STRESSED COST |
|-------------|----------|---------|----------|----------|---------|----------|---------|------------|---------------|
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |

F1=HLP F3=EXIT F4=TOT F6=LST F8=NXT F10=ITEM F12=MAIN
G2 : 00.2 11/09

MCB4 COIN BUDGET REQUEST 12/20/2006 11:30
V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

| NEW UNIT | NEW COST | NEW QTY | RPL UNIT | RPL COST | RPL QTY | TOT COST | TOT QTY | TOTAL COST | STRESSED COST |
|-------------|----------|---------|----------|----------|---------|----------|---------|------------|---------------|
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |
| DESC: ----- | | | | | | | | | |
| ----- | | | | | | | | | |

F1=HLP F3=EXIT F4=TOT F6=LST F8=NXT F10=ITEM F12=MAIN
G2 : 00.4 11/09

COIN HELP Facility

EQUIPMENT ITEM.

This list contains the most common items requested for a specific equipment category.

**To return a specific item to the equipment request screen you can place the cursor on the desired item

F3=Close Win F7=Prev Help F8=Next Help

RV F8=NXT F10=ITEM F12=MAIN

Help Pop-Up Screens - Within Alpha Data Fields (Resqportal only)

This option is used to select pre-defined equipment from the list.

- Utilize **'F1= Help'** in any blank data field if you need help with a COIN data field
- Utilize **'F3 =Exit'** to close the help window
- Utilize **'F7 = Previous'** to move to the previous screen
- Utilize **'F8= Next'** to move to other listed equipment categories
- Utilize **'F17 = Substitute Value'** ('Shift + F5'), to replace a blank field with a selected value within the help screen. Using your arrow keys, place the cursor under the 1st position of your selection and press F17.

Option #6, Equipment

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

Category B – Office Equipment

SNIP - EXTRA! X-frame

MCB4 COIN BUDGET REQUEST 12/20/2006 11:31

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: B OFFICE EQUIPMNT

| NEW | NEW | NEW | RPL | RPL | RPL | TOT | TOTAL | STRESSED |
|-------------|------|-----|-----|------|------|------|-------|----------|
| UNIT | COST | QTY | TOT | COST | UNIT | COST | QTY | COST |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |

F1=HLP F3=EXIT F4=TOT F5=FRST F6=LST F7=PRV F8=NXT F10=ITEM F12=MAIN

11/09

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start Inbox - Microsoft Outlook SNIP - EXTRA! X-frame Draft 3 Sheriff FY07 ...

Keys: 190348 Saved: 0013 NUM 11:32 AM

Category C – Furniture Equipment

SNIP - EXTRA! X-frame

MCB4 COIN BUDGET REQUEST 12/20/2006 11:32

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: C FURNITURE

| NEW | NEW | NEW | RPL | RPL | RPL | TOT | TOTAL | STRESSED |
|-------------|------|-----|-----|------|------|------|-------|----------|
| UNIT | COST | QTY | TOT | COST | UNIT | COST | QTY | COST |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |
| DESC: ----- | | | | | | | | |
| ----- | | | | | | | | |

F1=HLP F3=EXIT F4=TOT F5=FRST F6=LST F7=PRV F8=NXT F10=ITEM F12=MAIN

11/09

Connected to host dtrms2.state.va.us [165.176.127.4] (CIP01C41)

start Inbox - Microsoft Outlook SNIP - EXTRA! X-frame Draft 3 Sheriff FY07 ...

Keys: 190352 Saved: 0013 NUM 11:32 AM

Option #6, Equipment

SHERIFF'S

Category D - Radio Equipment

**THIS SECTION APPLIES TO SHERIFFS
WITH LAW ENFORCEMENT
RESPONSIBILITIES ONLY**

SNIP - EXTRA! X-treme

MCB4 COIN BUDGET REQUEST 12/20/2006 11:32

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

EQUIPMENT REQUEST

SEL CATEGORY: D RADIO EQUIPMENT

| NEW | NEW | NEW | RPL | RPL | RPL | TOT | TOTAL | STRESSED |
|-------------|------|-----|-----|------|------|------|-------|----------|
| UNIT | COST | QTY | TOT | COST | UNIT | COST | QTY | TOT |
| COST | | | | | COST | | | |
| DESC: _____ | | | | | | | | |
| DESC: _____ | | | | | | | | |
| DESC: _____ | | | | | | | | |

F1=HLP F3=EXIT F4=TOT F5=FRST F7=PRV F10=ITEM F12=MAIN

11/09

Connected to host dltmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190356 Saved: 0013 NUM 11:32 AM



9. Option #7, Record Workload Information

Purpose:

The Record Workload Information menu is accessed from the Budget Request menu. Users can select the frequency for recording workload information.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #7, Record Workload Information

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

The screenshot shows a terminal window titled "SNIP - EXTRA! X-treme". The main menu displays "COIN BUDGET REQUEST" with a timestamp of "12/20/2006 11:32". Below this, it shows "V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY". The "RECORD WORKLOAD INFORMATION" screen prompts the user to "SELECT RECORDING FREQUENCY OF WORKLOAD INFORMATION:" with three options: "1. MONTHLY", "2. QUARTERLY", and "3. ANNUALLY". It also shows "CALENDAR YEAR: 2006" and "OPTION: _". At the bottom, function keys are listed: "F1=HELP", "F3=MENU", "F4=TOTALS", and "F12=MAIN". The status bar at the bottom indicates "Connected to host: dttmvs2.state.va.us [165.176.127.4] (CIP01C41)", "Keys: 190359 Saved: 0013", and "NUM 22/10".

- In January 2008 offices must record one full year of workload data for Calendar Year (CY) 2007
- Provide requested information in accordance with Section 15.2-1636.7, Code of Virginia. Information requested is based **on the most recent calendar year**
- Select 'Option 3' and press the "Enter" key to proceed to the next screen
- The Workload Measures screens must be processed and an amount must be entered for each workload measure for the most recent ending calendar year
 - ✓ The screens will also display the amounts for the previous two calendar years
 - ✓ Enter the number of transactions for each workload measure listed; if not applicable, to your office enter '0', and "TAB" to the next field
 - ✓ **Do Not Leave Blanks** or the system will default the item to zero
- Press the "Enter" key after all requested information has been entered
- Press 'F3=Exit' to exit the screen to the Budget Request Menu
- Press 'F12=Main' to return to the COIN Main Menu
- The following pages display the individual Workload Measures by program that must be completed

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

MCBH-A COIN BUDGET REQUEST 12/20/2006 11:33

V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - ANNUALLY

| | CALENDAR YEAR | 2004 | 2005 | 2006 |
|--|---------------|-------|-------|--------|
| 1. CIVIL | | | | |
| SUBPOENAS SERVED | | 20679 | 20129 | ----- |
| JURY SUMMONS SERVED | | 41 | 80 | ----- |
| CRIMINAL WARRANTS SERVED | | 2346 | 2176 | ----- |
| DMV NOTICES SERVED | | | 0 | ----- |
| LEVIES EXECUTED | | 220 | 254 | ----- |
| OTHER CIVIL PROCESS SERVED | | 19030 | 14462 | ----- |
| 2. INMATES | | | | |
| INMATE TRANSPORTS OTHER THAN TO LOC CRTS | | 2485 | 2443 | ----- |
| MENTAL PATIENT TRIPS WITHIN JURISDICTION | | 309 | 157 | ----- |
| MENTAL PATIENT TRIPS OUT OF JURISDICTION | | 253 | 253 | ----- |
| EXTRADITIONS COMPLETED | | 260 | 267 | ----- |
| FED PRISONER DAYS | | 16579 | 16748 | 0----- |
| FED PRISONER AMT PER DAY | | 91 | 91 | 0---- |

F1=HELP F3=MENU F8=NXT F12=MAIN

07/63

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190362 Saved: 0013 NUM1 11:33 AM

1. CIVIL (PERSONAL SERVICE ONLY, DO NOT INCLUDE 'MAILED' SERVICES) NOT APPLICABLE FOR REGIONAL JAILS

- 1a. **SUBPOENAS SERVED:** Enter the number of subpoenas served.
- 1b. **JURY SUMMONS SERVED:** Enter the number of jury summons served.
- 1c. **CRIMINAL WARRANTS SERVED:** Enter the number of criminal warrants served.
- 1d. **DMV NOTICES SERVED:** Enter the number of DMV notices served.
- 1e. **LEVIES EXECUTED:** Enter the number of levies executed.
- 1f. **OTHER CIVIL PROCESS SERVED:** Enter the number of civil process served.

2. INMATES (REQUIRED FOR REGIONAL JAILS)

- 2a. **INMATE TRANSPORTS:** Enter the number of trips to transport inmates to doctor, hospital, courts outside jurisdiction, other jails, Department of Corrections. **Do not** include transports to court in your jurisdiction.
- 2b. **MENTAL PATIENT TRIPS WITHIN JURISDICTION:** Enter the number of trips to transport mental patients within jurisdiction.
- 2c. **MENTAL PATIENT TRIPS OUT OF JURISDICTION:** Enter the number of trips to transport mental patients out of jurisdiction.
- 2d. **EXTRADITION COMPLETED:** Enter the number of trips for Extraditions completed.
- 2e. **FED PRISONER DAYS:** Enter the number of Federal prisoner days, charged/sentenced, violation of U.S. Code.
- 2f. **FED PRISONER AMT:** Enter the amount charged per prisoner day (dollars and cents e.g. \$30.00) to house Federal prisoners.

Option #7, Record Workload Information**Option #3 Annual****SHERIFF'S - Annually**

MCBH-B COIN BUDGET REQUEST 12/20/2006 11:33
V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

| RECORD WORKLOAD INFORMATION - ANNUALLY | | 2004 | 2005 | 2006 |
|--|---------------------------------------|------|------|-------|
| 3. | CIRCUIT COURT | | | |
| | CIRCUIT COURT DAYS | 808 | 826 | ----- |
| | AVG NUM CIRCUIT JUDGES | 4 | 4 | 0---- |
| 4. | GENERAL DISTRICT COURT | | | |
| | GENERAL DISTRICT CT DAYS | 980 | 902 | ----- |
| | AVG NUM GEN DIST CT JUDGE | 4 | 4 | 0---- |
| 5. | JUVENILE AND DOMESTIC RELATIONS COURT | | | |
| | JDR COURT DAYS | 398 | 439 | ----- |
| | AVG NUM JDR JUDGES | 2 | 2 | 0---- |

F1=HELP F3=MENU F7=PRV F8=NXT F12=MAIN
07/63

NOTE: NOT APPLICABLE FOR REGIONAL JAILS**3. CIRCUIT COURT**

3a. CIRCUIT COURT DAYS: Enter the total number of court days of Circuit Court.

3b. AVG NUM CIRCUIT CT JUDGES: Enter the average number of Circuit Court judges regularly sitting in your jurisdiction.

4. GENERAL DISTRICT COURT

4a. GENERAL DISTRICT CT DAYS: Enter the total number of court days of General District Court.

4b. AVG NUM GEN DIST CT JUDGES: Enter the average number of General District Court judges regularly sitting in your jurisdiction.

5. JUVENILE AND DOMESTIC RELATIONS COURT

5a. JDR COURT DAYS: Enter the total number of court days of Juvenile and Domestic Relations court.

5b. AVG NUM JDR JUDGES: Enter the average number of Juvenile and Domestic Relation court judges regularly sitting in your jurisdiction.

Option #7, Record Workload Information

Option #3 Annual

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S- Annually

MCBI-B COIN BUDGET REQUEST 12/20/2006 11:33
V.12042006 FY: 2007 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - FTE TOTALS
APRIL (BEFORE ALLOCATIONS)
LAW ENFORCEMENT

| POPULATION | POSITIONS | DUE | DUE ADD | DUE ADD ADJ | REQUEST NEW | RATIO |
|-----------------|-------------|-----------|---------|-------------|-------------|-------|
| ----- | | | | | | |
| COURT SERVICE | | | | | | |
| PROCESS HOURS | COURT HOURS | POSITIONS | NEED | | REQUEST NEW | |
| 0 | 0 | 26 | 0.00 | -26.00 | 21 | |
| ----- | | | | | | |
| TOTAL POSITIONS | | | | | | |
| CURRENT | NEED | ADD | ADJ | NEED % | | |
| 26 | 0.00 | 0.00 | -26.00 | -100.00 | | |

F1=HELP F2=AUTH BUDGET F3=MENU F4=TOTALS F7=PREV F12=MAIN
01/01

This screen shows:

Law Enforcement

- Population- Fiscal year population used for staffing as provided by Weldon Cooper
- Positions- The number of full-time positions currently in the office
- Due- The number of positions the office should have based on the workload data entered
- Due Add- The number of positions the office is “due” based on the difference between “Law Enforcement positions” and “Law Enforcement Positions Due”
- Due Add Adj.- An adjustment of Additional Due
- Request New- The number of positions requested by the officer
- Ratio- Population divided by the number of law enforcement positions

Court Service

- Process Hours- The number of hours calculated to process papers served
- Court Hours- The number of hours used to calculate how many court services positions are needed
- Positions- The number of full-time court services positions currently in the office
- Need Positions- The number of positions the office should have based on the workload data entered
- Add- The number of additional positions the office is “due” based on the difference between court services positions and court services positions needed
- Request New- The number of positions requested by the officer

Total Positions

- Current- Total number of positions (both law enforcement and court services) currently in the office
- Need- Total number of positions the office should have
- Add- Number of positions that should be added
- Adj.- The difference between “Current” and “Need”
- Need %- The percentage of need for your office based on the workload data that was entered

All information is provided for you by COIN, based on the workload data entered during the budget request process

Option #7, Record Workload Information

- Beginning February 1st of each year, offices can begin recording workload data monthly, quarterly or annually for CY 2008
- This can be done by selecting options 1, 2, or 3 from the "Record Workload Information" menu
- If you choose option 1 "monthly" you will need to enter workload data each month but will not have to enter quarterly or annual data
- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- If you choose option 3 "Annual" you will only have to enter workload data in January for the previous year
- Follow the same steps as those used for the annual data (for CY 2007) to input CY 2008 data

Option #1 Monthly

SNIP - EXTRA! X-frame

MCBF-A COIN BUDGET REQUEST 12/20/2006 11:34

V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - MONTHLY

CALENDAR YEAR 2006 OCT NOV DEC QUARTER 4

1. CIVIL

| | | | | |
|----------------------------|----|----|---|---|
| SUBPOENAS SERVED | 0_ | 0_ | 0 | 0 |
| JURY SUMMONS SERVED | 0_ | 0_ | 0 | 0 |
| CRIMINAL WARRANTS SERVED | 0_ | 0_ | 0 | 0 |
| DMV NOTICES SERVED | 0_ | 0_ | 0 | 0 |
| LEVIES EXECUTED | 0_ | 0_ | 0 | 0 |
| OTHER CIVIL PROCESS SERVED | 0_ | 0_ | 0 | 0 |

2. INMATES

| | | | | |
|--|------|----|---|---|
| INMATE TRANSPORTS OTHER THAN TO LOC CRTS | 0_ | 0_ | 0 | 0 |
| MENTAL PATIENT TRIPS WITHIN JURISDICTION | 0_ | 0_ | 0 | 0 |
| MENTAL PATIENT TRIPS OUT OF JURISDICTION | 0_ | 0_ | 0 | 0 |
| EXTRADITIONS COMPLETED | 0_ | 0_ | 0 | 0 |
| FED PRISONER DAYS | 0_ | | | |
| FED PRISONER AMT PER DAY | ---- | | | |

F1=HELP F3=MENU F8=NEXT F9=PREV QTR F12=CAN

07/47

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Keys: 190368 Saved: 0013 NUM 11:34 AM

SNIP - EXTRA! X-frame

MCBF-B COIN BUDGET REQUEST 12/20/2006 11:34

V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - MONTHLY

CALENDAR YEAR 2006 OCT NOV DEC QUARTER 4

3. CIRCUIT COURT

| | | | | |
|------------------------|------|----|---|---|
| CIRCUIT COURT DAYS | 0_ | 0_ | 0 | 0 |
| AVG NUM CIRCUIT JUDGES | ---- | | | |

4. GENERAL DISTRICT COURT

| | | | | |
|---------------------------|------|----|---|---|
| GENERAL DISTRICT CT DAYS | 0_ | 0_ | 0 | 0 |
| AVG NUM GEN DIST CT JUDGE | ---- | | | |

5. JUVENILE AND DOMESTIC RELATIONS COURT

| | | | | |
|--------------------|------|----|---|---|
| JDR COURT DAYS | 0_ | 0_ | 0 | 0 |
| AVG NUM JDR JUDGES | ---- | | | |

F1=HELP F3=MENU F7=PREV F9=PREV QTR F12=CAN

07/47

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190369 Saved: 0013 NUM 11:34 AM

Option #7, Record Workload Information

Option #2 Quarterly Screens

- If you choose option 2 "Quarterly" you will need to enter workload data each quarter but will not have to enter monthly or annual data
- Quarterly data will first be entered in March

SNIP - EXTRA X frame

MCBG-A COIN BUDGET REQUEST 12/20/2006 11:34

V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - QUARTERLY

| CALENDAR YEAR | 2005/4 | 2006/1 | 2006/2 | 2006/3 |
|--|--------|--------|--------|--------|
| 1. CIVIL | | | | |
| SUBPOENAS SERVED | 0 | 0 | 0 | ----- |
| JURY SUMMONS SERVED | 0 | 0 | 0 | ----- |
| CRIMINAL WARRANTS SERVED | 0 | 0 | 0 | ----- |
| DMV NOTICES SERVED | 0 | 0 | 0 | ----- |
| LEVIES EXECUTED | 0 | 0 | 0 | ----- |
| OTHER CIVIL PROCESS SERVED | 0 | 0 | 0 | ----- |
| 2. INMATES | | | | |
| INMATE TRANSPORTS OTHER THAN TO LOC CRTS | 0 | 0 | 0 | ----- |
| MENTAL PATIENT TRIPS WITHIN JURISDICTION | 0 | 0 | 0 | ----- |
| MENTAL PATIENT TRIPS OUT OF JURISDICTION | 0 | 0 | 0 | ----- |
| EXTRADITIONS COMPLETED | 0 | 0 | 0 | ----- |
| FED PRISONER DAYS | 0 | | | ----- |
| FED PRISONER AMT PER DAY | | | | ----- |

F1=HELP F3=MENU F8=NEXT F9=PRV QTR F10=NEXT QTR F12=CAN

4 00.1 07/71

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190373 Saved: 0013 NUM 11:35 AM

SNIP - EXTRA X frame

MCBG-B COIN BUDGET REQUEST 12/20/2006 11:35

V.10042006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

RECORD WORKLOAD INFORMATION - QUARTERLY

| CALENDAR YEAR | 2005/4 | 2006/1 | 2006/2 | 2006/3 |
|--|--------|--------|--------|--------|
| 3. CIRCUIT COURT | | | | |
| CIRCUIT COURT DAYS | 0 | 0 | 0 | ----- |
| AVG NUM CIRCUIT JUDGES | | | | ----- |
| 4. GENERAL DISTRICT COURT | | | | |
| GENERAL DISTRICT CT DAYS | 0 | 0 | 0 | ----- |
| AVG NUM GEN DIST CT JUDGE | | | | ----- |
| 5. JUVENILE AND DOMESTIC RELATIONS COURT | | | | |
| JDR COURT DAYS | 0 | 0 | 0 | ----- |
| AVG NUM JDR JUDGES | | | | ----- |

F1=HELP F3=MENU F7=PREV F9=PRV QTR F10=NEXT QTR F12=CAN

4 00.1 07/71

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190374 Saved: 0013 NUM 11:35 AM



10. Option #8 – Update Locality Information

Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

SNIP - EXTRA! X-treme

File Edit View Tools Session Options Help

MCS2 COIN BUDGET REQUEST 11/28/2007 10:49

V.02262007 FY: 2008 LOC: 001 OFF: 307 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

TITL: SHERIFF OFFER: RD CROCKETT

ADDR: SHERIFF ACCOMACK COUNTY POB 149

CITY: ACCOMACK ST: VA ZIP: 23301 - 0149

TELE: 7577871131 EXT: 00000 FAX 7577872310 EXT: 00000

CONTACT INFORMATION FIRST NAME I LAST NAME SFX

BUDGET..... SCBSDSG DOLLY S GLADDING

EMAIL:

TELEPHONE: 0000000000 EXT: 00000 *UPDATEABLE JAN-JUN

PERSONNEL..... LOGONID ----- - -----

EMAIL: -----

TELEPHONE: 0000000000 EXT: 00000

REIMBURSEMENT: LOGONID ----- - -----

EMAIL: -----

TELEPHONE: 0000000000 EXT: 00000

***** PLEASE UPDATE CONTACT INFORMATION ONLY IF LOGON IS ASSIGNED TO YOU

***** CONTACT COMPENSATION BOARD IF NEW/ADDITIONAL LOGONS ARE NEEDED

F1=HELP F3=MENU F12=MAIN

06/09

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP0361E) Keys: 388102 Saved: 0288 NUM 10:43 AM

Option #8 – Update Locality Information

SNIP - EXTRA! X-treme

File Edit View Tools Session Options Help

MCS2 COIN BUDGET REQUEST 11/28/2007 10:49

V.02262007 FY: 2008 LOC: 001 OFF: 307 ACCOMACK COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

TITL: SHERIFF OFFR: RD CROCKETT

ADDR: SHERIFF ACCOMACK COUNTY POB 149

CITY: ACCOMAC ST: VA ZIP: 23301 - 0149

TELE: 7577871131 EXT: 00000 FAX 7577872310 EXT: 00000

CONTACT INFORMATION FIRST NAME I LAST NAME SFX

BUDGET..... SCBSDSG DOLLY S GLADDING

EMAIL:

TELEPHONE: 0000000000 EXT: 00000 *UPDATEABLE JAN-JUN

PERSONNEL..... LOGONID -----

EMAIL: -----

TELEPHONE: 0000000000 EXT: 00000

REIMBURSEMENT: LOGONID -----

EMAIL: -----

TELEPHONE: 0000000000 EXT: 00000

***** PLEASE UPDATE CONTACT INFORMATION ONLY IF LOGON IS ASSIGNED TO YOU

***** CONTACT COMPENSATION BOARD IF NEW/ADDITIONAL LOGONS ARE NEEDED

F1=HELP F3=MENU F12=MAIN

06/09

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP0361E)

start Inbox - Microsoft Outlook Draft 2 Sheriff FY09 ... SNIP - EXTRA! X-treme

Keys: 388102 Saved: 0288 NUM 10:43 AM

Helpful Hints:

- Enter the SCB USERID of the person completing the specified task, then depress the “enter” key to auto-fill the name associated with this USERID
- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Budget Contact- office contact for current budget request submission
- Personnel Contact- office contact for personnel questions (CB10s)
- Reimbursement Contact- office contact for reimbursement information
- These contacts may be the same or different employee(s)
- Cannot update any contact information fields until the SCB USERID is entered

Option #8 – Update Locality Information

Procedures:

This screen can be used to change address, phone, and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the “enter” key. You will receive an update confirmation message.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

| | |
|----------------------|---|
| Title: | For display purposes only. |
| Officer Name: | For display purposes only. |
| Address: | Enter the correct mailing address for your office. |
| City: | Enter the correct City for your mailing address. |
| State: | Enter the correct State for your mailing address. |
| Zip: | Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank. |
| Telephone: | Enter the Correct Phone number for your office. |
| Fax #: | Enter the Correct Facsimile number for your office. |
3. Press the “ENTER” key, when you have corrected or completed the information requested
4. Enter the following contact information for the budget contact, personnel contact, and reimbursement contact: (if the contact information is the same for all, enter only one-time)
 - a. Type the contact’s SCB USERID on top of the word ‘LOGONID’ and press the “Enter” key, the name for the SCB USERID will appear (Cannot update any contact information fields until the SCB USERID is entered)
 - b. Enter the email address and telephone number for the contact
 - c. Press the “Enter” key, when you have entered the information requested
5. Press ‘F3 =Exit’ to exit the screen to budget request menu



11. Option #9, Special Program Certification

Purpose

To certify special programs, which exist in your office. These screens are used to certify that you or your employees are eligible to receive or maintain a 9.3% salary increase.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
 - ✓ Enter the Officer's SCB USERID as the Approval User-ID
- Sheriff's select option 1 if your office meets all of the minimum criteria for the Certification program or option 2 if your office meets all of the minimum criteria for the Accreditation program.
- Both Sheriff's and Regional Jail Superintendent's must select option 3 if your deputies meet the criteria for the Master Deputy Program, even if your office is not currently funded for the Master Deputy program.

SHERIFF'S and REGIONAL JAIL SUPERINTENDENT'S

SNIP EXTRA! X-treme

MDB9-A COIN BUDGET REQUEST 12/20/2006 11:36

V.111212006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CAREER DEVELOPMENT CERTIFICATION MENU

1. SHERIFFS CAREER DEVELOPMENT PROGRAM CERTIFICATION - CDP-30C

2. CERTIFICATION OF ACCREDITATION FOR SHERIFFS - CDP-30A

3. CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

OPTION ____

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

22/09

Connected to host dmon2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190304-Saved: 0013 N006 11/16 AM

- Option #1 Sheriffs Career Development Program Certification
- Option #2 Certification of Accreditation for Sheriffs
- Option #3 Certification of Master Deputy Career Development Plan

Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)

Screen 1 of 1

SNIP - EXTRA! X-treme

MCKK-A COIN BUDGET REQUEST

V.01292007 FY: 2008 LOC: 013 OFF: 307 ARLINGTON COUNTY

SHERIFFS CAREER DEVELOPMENT PROGRAM CERTIFICATION

I CERTIFY THAT I HAVE MET THE COMPENSATION BOARD MINIMUM CRITERIA AS REQUIRED FOR THE SHERIFFS' CAREER DEVELOPMENT PROGRAM; COMPENSATION BOARD CERTIFICATION AND I HAVE BEEN NOTIFIED BY THE COMPENSATION BOARD OF MY SUCCESSFUL COMPLETION OF THE CERTIFICATION AUDIT. I UNDERSTAND THAT I MUST APPLY FOR CERTIFICATION ANNUALLY IN JUNE TO MAINTAIN MY CAREER DEVELOPMENT INCREASE AND THAT I MUST REQUEST THE INCREASE ANNUALLY AS A PART OF MY COMPENSATION BOARD BUDGET REQUEST ON OR BEFORE FEBRUARY 1. I HEREBY REQUEST THE APPROPRIATE CAREER DEVELOPMENT SALARY INCREASE AS SET FORTH IN THE APPROPRIATION ACT, AND CERTIFY THAT I AM ELIGIBLE TO RECEIVE AND/OR MAINTAIN SUCH SALARY INCREASE EFFECTIVE JULY 1:

APPROVAL: , OFFICER USER-ID: _____

F1=HELP F3=MENU F4=TOTALS F12=MAIN

4 B : 00.1 19/51

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP09834) Keys: 367052 Saved: 0002 NUM 3:51 AM

Helpful Hints:

- Officer must certify in June of each year that he meets the Compensation Board minimum criteria of the Sheriffs Career Development Program to receive the salary increase the following July.
- Officer will be audited between July 1st and November 31st of each year.
- Prior to January 1st, the Compensation Board will notify each Sheriff, seeking certification, of the status of their request.
- Officer must request the salary increase in the Compensation Board Budget request by February 1st of each year to receive the salary increase in July.
- Officer must certify in June to maintain the salary increase associated with the Sheriff's Career Development program.

Option #9 Special Program Certification

Option #1 Sheriffs Career Development Program Certification (Sheriffs only)

MCCK-A COIN BUDGET REQUEST

V.01292007 FY: 2008 LOC: 013 OFF: 307 ARLINGTON COUNTY

SHERIFFS CAREER DEVELOPMENT PROGRAM CERTIFICATION

I CERTIFY THAT I HAVE MET THE COMPENSATION BOARD MINIMUM CRITERIA AS REQUIRED FOR THE SHERIFFS' CAREER DEVELOPMENT PROGRAM: COMPENSATION BOARD CERTIFICATION AND I HAVE BEEN NOTIFIED BY THE COMPENSATION BOARD OF MY SUCCESSFUL COMPLETION OF THE CERTIFICATION AUDIT. I UNDERSTAND THAT I MUST APPLY FOR CERTIFICATION ANNUALLY IN JUNE TO MAINTAIN MY CAREER DEVELOPMENT INCREASE AND THAT I MUST REQUEST THE INCREASE ANNUALLY AS A PART OF MY COMPENSATION BOARD BUDGET REQUEST ON OR BEFORE FEBRUARY 1. I HEREBY REQUEST THE APPROPRIATE CAREER DEVELOPMENT SALARY INCREASE AS SET FORTH IN THE APPROPRIATION ACT, AND CERTIFY THAT I AM ELIGIBLE TO RECEIVE AND/OR MAINTAIN SUCH SALARY INCREASE EFFECTIVE JULY 1:

APPROVAL: _____ OFFICER USER-ID: _____

F1=HELP F3=MENU F4=TOTALS F12=MAIN

4 00.1 19/51

Connected to host dltmvs2.state.va.us [165.176.127.4] (CIP03834) Keys: 367052 Saved: 0002 NUM 8:51 AM

Procedures:

- Read the Sheriff's Certification Screen and if you comply with the certification statement,
- Enter the Officer's SCB USERID on the line provided
- Press the "enter" key

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 1 of 4

MCCC-A COIN BUDGET REQUEST 12/20/2006 11:37

V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF ACCREDITATION FOR SHERIFFS (CDP-30A)

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

A. I HAVE COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT TRAINING IN CALENDAR YEAR YYYY, OR, THE FOLLOWING MEMBERS OF MY STAFF COMPLETED 8 HOURS OF COMPENSATION BOARD APPROVED LAWFUL EMPLOYMENT TRAINING IN CALENDAR YEAR YYYY. (EFFECTIVE NOVEMBER 1, 2006)

| SSN: | LAST NAME: | FIRST NAME ATTENDED: | HRS | DATE |
|-------|------------|----------------------|-----|----------------|
| ----- | ----- | ----- | --- | MM / DD / YYYY |
| ----- | ----- | ----- | --- | MM / DD / YYYY |
| ----- | ----- | ----- | --- | MM / DD / YYYY |
| ----- | ----- | ----- | --- | MM / DD / YYYY |
| ----- | ----- | ----- | --- | MM / DD / YYYY |

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

4 B : 00.1 09/32

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190386 Saved: 0013 NUM 11:37 AM

Procedures:

- Enter the Last name, First name, the class attended, the number CLE hours associated with the training and the date of the class. (Enter 2 numbers for the Month, 2 numbers for the day and 4 numbers for the year).

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 2 of 4

SNIP - EXTRA! X-treme

MCCC-B COIN BUDGET REQUEST 12/20/2006 11:37

V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

APPROVE BUDGET REQUEST

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

B. I ADOPTED THE COMPENSATION BOARD'S MINIMUM CRITERIA FOR MASTER DEPUTY PROGRAM ON 07 / 01 / 1994

C. THE MOST RECENT AUDITS BY THE APA AND LOCAL GOVERNMENT AUDITOR REPORTED NO FINDINGS OF MATERIAL WEAKNESS UNDER THE DIRECTION OF THE SHERIFF AND NO INTERNAL CONTROL WEAKNESSES IDENTIFIED IN THE PRIOR YEAR MANAGEMENT LETTER WERE REPEATED IN THE MOST RECENT AUDIT.

D. THIS OFFICE HAS A WEBSITE PROVIDING, AT MINIMUM, SERVICES PROVIDED, HOURS OF OPERATION AND CONTACT INFORMATION. (EFFECTIVE JULY 1, 2006) WEBSITE ADDRESS: BARTHUR@ARLINGTONVA.US

E. THIS OFFICE HAS A VCIN TERMINAL AND LIVESCAN FINGERPRINT CAPABILITY, OR PLAN TO DO SO. (EFFECTIVE JULY 1, 2006) PLAN DATE: 07 / 01 / 1998

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

4 B 00.1 09/17

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190367 Saved: 0013 NUM 11:38 AM

Procedures – continued

- B. Type the month, day and year (enter 2 numbers for the month and day, and 4 numbers for the year) that your office adopted the minimum criteria of the Master Deputy Program
- D. Type the website address that meets the minimum criteria
- E. Type the planned date (enter 2 numbers for the month and day, and 4 numbers for the year) to have a VCIN and/or Live Scan fingerprint capability for your office.

Option #9 Special Program Certification

Option #2 Certification of Accreditation for Sheriffs (Sheriffs only)

Screen 3 of 4

Screen 3 of 4 displays the 'CERTIFICATION OF ACCREDITATION FOR SHERIFFS (CDP-30A)'. The form is titled 'COIN BUDGET REQUEST' and shows the date '10/19/2007 08:06'. The user is identified as 'V.01242007 FY: 2008 LOC: 013 OFF: 307 ARLINGTON COUNTY'. The form contains the following text:

I HEREBY CERTIFY THAT I HAVE MET OR EXCEEDED THE FOLLOWING CRITERIA:

F. I HAVE ACHIEVED ACCREDITATION/CERTIFICATION FROM (ENTER Y OR N FOR EACH):

Y THE VIRGINIA LAW ENFORCEMENT PROFESSIONAL STANDARDS COMMISSION
FROM: 03 / 01 / 1997 TO: 03 / 30 / 2010

Y THE AMERICAN CORRECTIONAL ASSOCIATION
FROM: 01 / 14 / 1996 TO: 10 / 30 / 2007

N THE COMMISSION ON ACCREDITATION FOR LAW ENFORCEMENT AGENCIES
FROM: / / TO: / /

At the bottom, there are function keys: F1=HELP, F3=MENU, F4=TOTALS, F5=FIRST, F6=LAST, F7=PREV, F8=NEXT, F12=MAIN. The screen also shows a status bar with 'G2 : 00.1' and '11/06'.

- Enter “Y” or “N” for each item
- Enter date of accreditation/certification with the accrediting agency for each “Y”

Screen 4 of 4

Screen 4 of 4 displays the 'CERTIFICATION OF ACCREDITATION FOR SHERIFFS (CDP-30A)'. The form is titled 'COIN BUDGET REQUEST' and shows the date '12/20/2006 11:38'. The user is identified as 'V.11302006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY'. The form contains the following text:

I UNDERSTAND THAT THIS CERTIFICATION MAY ONLY BE SUBMITTED AS PART OF MY ANNUAL BUDGET REQUEST TO THE COMPENSATION BOARD BY FEBRUARY 1 OF EACH YEAR AND AT NO OTHER TIME IN ORDER TO BE CONSIDERED FOR A 9.3% PAY RAISE EFFECTIVE THE FOLLOWING JULY 1ST.

I AGREE TO PROVIDE SUCH DOCUMENTATION AS NECESSARY TO SUBSTANTIATE THIS CERTIFICATION UPON REQUEST OF THE COMPENSATION BOARD, MY GOVERNING BODY OR ANY INDIVIDUAL OR ORGANIZATION COVERED UNDER THE FREEDOM OF INFORMATION ACT. I UNDERSTAND IF THE ACCREDITATION OF THIS OFFICE EXPIRES PRIOR TO JULY 1 OF THE FOLLOWING FISCAL YEAR AND IS NOT RENEWED THAT I WILL NOT RECEIVE ANY SALARY INCREASE. I UNDERSTAND THAT I WILL HAVE SEVEN BUSINESS DAYS TO RESPOND TO COMPENSATION BOARD REQUESTS, AND THAT FAILURE TO RESPOND WITHIN THE TIME LIMIT WILL RESULT IN MY APPLICATION FOR CERTIFICATION BEING DENIED FOR THAT YEAR. I HAVE PROVIDED A COPY OF THIS CERTIFICATION TO MY GOVERNING BODY.

PARTICIPATE IN CAREER DEVELOPMENT PROGRAM (Y/N): _

APPROVAL: _____ OFFICER USER-ID: _____

At the bottom, there are function keys: F1=HELP, F3=MENU, F4=TOTALS, F5=FIRST, F6=LAST, F7=PREV, F8=NXT, F12=MAIN. The screen also shows a status bar with 'G2 : 00.1' and '21/51'.

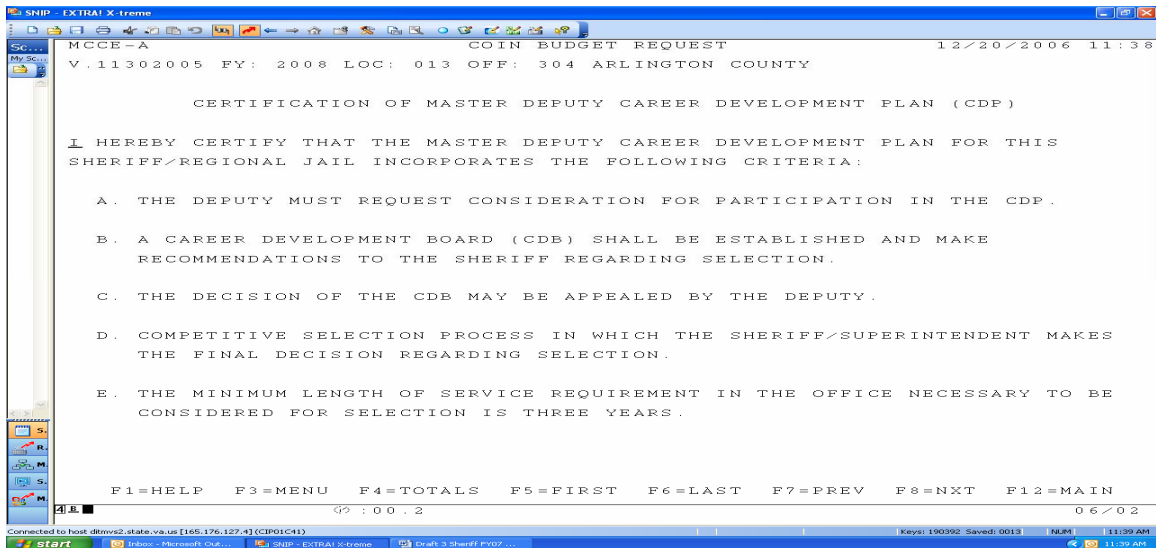
- Enter a “Y” or “N” for participation in career development program
Use the officer’s SCB USERID to signoff. All Offices must certify ‘Y’ for Yes or ‘N’ for No on this screen. This screen verifies that you or your staff actually read this certification.

Option #9 Special Program Certification

Option 3 Certification of Master Deputy Career Development Plan (Sheriffs and Regional Jail Superintendents)

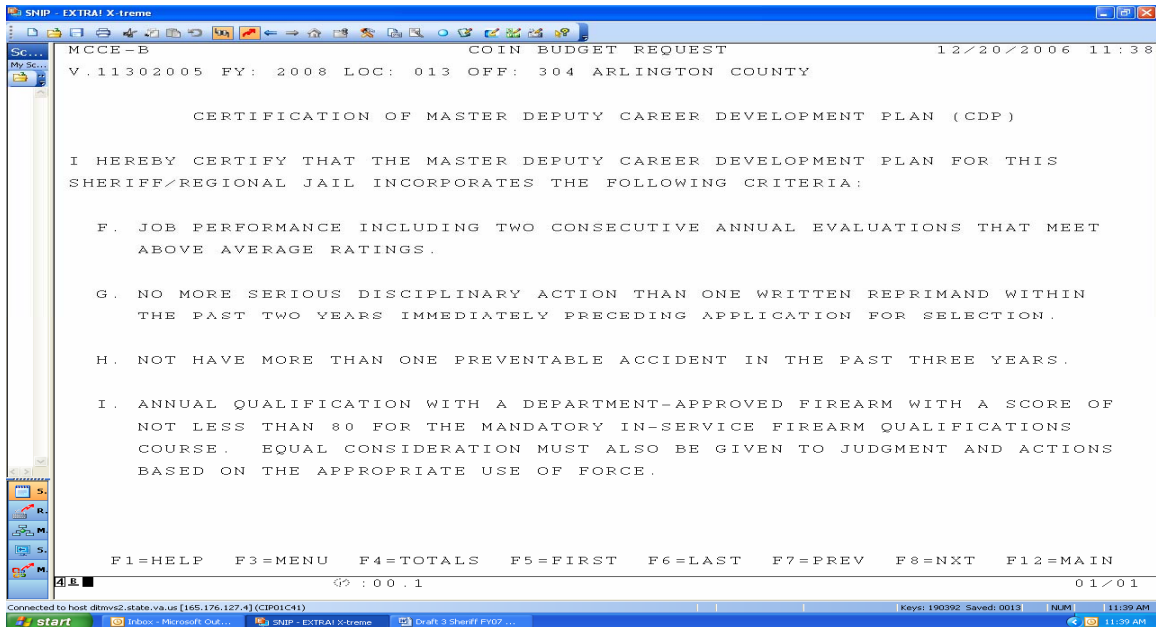
- Read all screens to determine compliance

Screen 1 of 7



Read and then press “F8” to proceed to the next screen

Screen 2 of 7



Read and then press “F8” to proceed to the next screen

Option #9 Special Program Certification

Screen 3 of 7

SNIP - EXTRA! X-treme

MCCE-C COIN BUDGET REQUEST 12/20/2006 11:39

V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

J. COMPLETION OF A MINIMUM OF 40 HOURS OF SPECIALIZED TRAINING IN ADDITION TO THE 40 HOURS MANDATED IN-SERVICE TRAINING REQUIRED BY DCJS. THIS TRAINING SHOULD BE DESIGNED TO ENHANCE THE CAREER OF A MASTER DEPUTY AND MUST BE OTHER THAN THOSE REQUIRED BY LAW OR REGULATIONS AS MINIMUM TRAINING REQUIREMENTS. THE COURSE WORK MUST BE APPROVED BY THE SHERIFF OR COMPLETED AT A CERTIFIED CRIMINAL JUSTICE ACADEMY. ANY JOB-RELATED COURSE OF AT LEAST 3 CREDIT HOURS MAY BE SUBSTITUTED FOR THE ADDITIONAL 40 HOURS SPECIALIZED TRAINING. COPIES OF OFFICIAL TRANSCRIPTS FOR ALL COLLEGE CREDITS CLAIMED MUST BE PROVIDED. A MINIMUM GRADE OF 'C' MUST BE ACHIEVED. AND THE CREDITS MUST HAVE BEEN EARNED AT A COMMUNITY COLLEGE. COLLEGE OR UNIVERSITY ACCREDITED BY THE STATE COUNCIL OF HIGHER EDUCATION OF VIRGINIA (SCHEV), OR LIKE AGENCY IN OTHER STATES.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

01/01

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190393 Saved: 0013 NUM 11:39 AM

Read and then press “F8” to proceed to the next screen

Screen 4 of 7

SNIP - EXTRA! X-treme

MCCE-D COIN BUDGET REQUEST 12/20/2006 11:39

V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

K. INCLUDE SPECIFIC RULES REGARDING EXPECTED USE OF SICK LEAVE AND REPORTING REQUIREMENTS AND MUST BE CONSISTENT WITH THE AGENCY'S POLICIES REGARDING THIS AREA.

L. INCLUDE A PROCEDURE FOR THE REMOVAL OF DEPUTIES FROM THE CDP WHO DO NOT MAINTAIN PRESCRIBED MINIMUM STANDARDS.

M. INCLUDE A STATEMENT THAT CAREER DEVELOPMENT OPPORTUNITIES ARE AVAILABLE TO ALL GRADE 8 DEPUTIES. AND THAT SELECTION WILL BE MADE REGARDLESS OF RACE, RELIGION, GENDER, NATIONAL ORIGIN OR POLITICAL AFFILIATION OF DEPUTIES WHO CHOOSE TO APPLY.

N. MUST BE AVAILABLE IN ITS ENTIRETY TO ALL EMPLOYEES OF THE OFFICE.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

01/01

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190394 Saved: 0013 NUM 11:39 AM

Read and then press “F8” to proceed to the next screen

Option #9 Special Program Certification

Screen 5 of 7

MCCE-F COIN BUDGET REQUEST 12/20/2006 11:39

V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

O. CONTAIN A STATEMENT THAT ANY DEPUTY SELECTED FOR THE CDP SHALL NOT HAVE HIS STATUS REVOKED SOLELY AS A RESULT OF A REDUCTION IN THE TOTAL NUMBER OF ELIGIBLE GRADE 8 COMPENSATION BOARD REIMBURSED POSITIONS IN THE OFFICE.

P. CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS A RECOGNITION AND INCENTIVE PROGRAM BASED UPON INDIVIDUAL ACCOMPLISHMENT AND MAINTENANCE OF SPECIFIC CRITERIA, AND THAT SELECTION IN THE CDP IS NOT CONSIDERED A PROMOTION. THE STATEMENT MUST ALSO REFLECT THAT ALL DEPUTIES SHALL BE SUBJECT TO CURRENT POLICIES AND PROCEDURES, INCLUDING AMENDMENTS AND THAT ESTABLISHED POLICIES AND PROCEDURES MAY BE AMENDED BY THE SHERIFF AT ANY TIME AND THAT ALL FINANCIAL INCENTIVES ARE SUBJECT TO APPROVED FUNDING.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

01/01

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190395 Saved: 0013 11:40 AM

Read and then press “F8” to proceed to the next screen

Screen 6 of 7

MCCE-G COIN BUDGET REQUEST 12/20/2006 11:39

V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I HEREBY CERTIFY THAT THE MASTER DEPUTY CAREER DEVELOPMENT PLAN FOR THIS SHERIFF/REGIONAL JAIL INCORPORATES THE FOLLOWING CRITERIA:

Q. CONTAIN A STATEMENT THAT THE PURPOSE OF THE CDP IS TO ENCOURAGE PROFESSIONALISM IN THE OFFICE BY IMPROVING PERSONAL SKILLS, KNOWLEDGE, AND ABILITIES OF GRADE 8 DEPUTIES IN ORDER TO MEET DEPARTMENT OBJECTIVES AND TO REDUCE DEPUTY TURNOVER, PREVENTABLE VEHICLE ACCIDENTS, EXCESSIVE SICK LEAVE USAGE, AND DISCIPLINARY ACTIONS.

R. THE OFFICE MUST HAVE AN EMPLOYEE EVALUATION PLAN CURRENTLY IN EFFECT THAT MEETS THE MINIMUM CRITERIA ESTABLISHED BY THE COMPENSATION BOARD FOR SUCH PLANS.

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

01/01

Connected to host dtmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190396 Saved: 0013 11:40 AM

Read and then press “F8” to proceed to the next screen

Option #9 Special Program Certification

Screen 7 of 7

MCCE-H COIN BUDGET REQUEST 12/20/2006 11:39

V.11302005 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFICATION OF MASTER DEPUTY CAREER DEVELOPMENT PLAN (CDP)

I UNDERSTAND THAT 20% OF THE TOTAL GRADE 7 AND 8 DEPUTIES MAY RECEIVE ADDITIONAL COMPENSATION REIMBURSED BY THE COMPENSATION BOARD AS A RESULT OF BEING SELECTED FOR THE CAREER DEVELOPMENT PLAN AND THAT ADDITIONAL COMPENSATION SHALL NOT EXCEED A 4-STEP (9.31%) INCREASE IN SALARY. THE OFFICE MUST COMPLY WITH THE MASTER DEPUTY AUDIT PROGRAM PUT INTO EFFECT MAY 25, 2005.

PARTICIPATE IN CAREER DEVELOPMENT PROGRAM (Y/N): _

APPROVAL: , OFFICER USER-ID: _____

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

4 E : 00.1 21/51

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Enter a “Y” for YES or “N” for NO to answer participation in career development program
Use the officer’s SCB USERID to signoff



12. Option #10 - Certify Budget Request

Purpose:

The Certify Budget Request screen is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

SNIP - EXTRA! X-treme

MCB8 COIN BUDGET REQUEST 12/20/2006 11:40

V.12062006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:

LOCALITY: DATE: 12/20/2006 OFFICER LOGON: _____

CB : DATE: CB LOGON: _____

CB REVIEW (Y/N): _

REMOVE SIGNOFF (Y): _

MUST COMPLETE ADDITIONAL EMPLOYEE REQUEST BEFORE SIGN-OFF

F1=HELP F3=EXIT F4=TOTALS F12=MENU

16/51

Connected to host dlmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190403 Saved: 0013 NUM 11:40 AM

Helpful Hints:

- If you enter the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
 - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
 - ✓ From the time of your submission, which is due February 1, you may only view your submission

Option #10, Certify Budget Request

The screenshot shows a terminal window titled "SNIP - EXTRA! X-treme" with a menu bar containing "MCB8", "COIN BUDGET REQUEST", and a timestamp "12/20/2006 11:40". Below the menu bar, the text "V.12062006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY" is displayed. The main screen content is as follows:

```

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA,
SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS
FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY
OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF
ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL :
LOCALITY:  DATE:  12/20/2006      OFFICER LOGON:  _____
CB          DATE:                               CB LOGON:  _____

                                CB REVIEW (Y/N):  _
                                REMOVE SIGNOFF (Y): _

MUST COMPLETE ADDITIONAL EMPLOYEE REQUEST BEFORE SIGN-OFF
F1=HELP      F3=EXIT      F4=TOTALS      F12=MENU
    
```

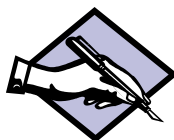
At the bottom of the terminal window, a status bar shows "Connected to host dttmvs2.state.va.us [165.176.127.4] (CIP01C41)", "Keys: 190403 Saved: 0013", and "NUM 11:40 AM". The Windows taskbar at the very bottom shows the Start button and several open applications including "Inbox - Microsoft Outlook", "SNIP - EXTRA! X-treme", and "Draft 3 Sheriff FY07 ...".

Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
 - ✓ If the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
 - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
 - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USERID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



13. Option #11, Comments

PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
 - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
 - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu



14. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Press Function Key 'F4'

| | | | | | | | |
|--|-----------|------------|-----------|-----------|------------|-----------|--|
| COIN BUDGET REQUEST | | | | | | | |
| 12/20/2006 11:40 | | | | | | | |
| MCBB-A | | | | | | | |
| V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY | | | | | | | |
| BUDGET REQUEST TOTALS | | | | | | | |
| PERMANENT PERSONNEL | | | | | | | |
| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- | |
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL | |
| CURR BDGT | 6,687,183 | 764,345 | 7,451,528 | 6,687,183 | 764,345 | 7,451,528 | |
| REQUESTED | 6,687,183 | 764,345 | 7,451,528 | 6,687,183 | 764,345 | 7,451,528 | |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL PERMANENT PERSONNEL: | | | 212 | | | | |
| TEMPORARY PERSONNEL | | | | | | | |
| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- | |
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL | |
| CURR BDGT | 150,978 | 17,256 | 168,234 | 150,978 | 17,256 | 168,234 | |
| REQUESTED | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 | |
| F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU | | | | | | | |
| 02/17 | | | | | | | |

HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
 - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
 - ✓ Screen #2 displays the totals for Equipment funding requests
 - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' BUDGET REQUEST TOTALS**SHERIFF'S AND REGIONAL JAIL SUPREINTENDENT'S****1ST SCREEN OF 3:**

MCBB-A COIN BUDGET REQUEST 12/20/2006 11:40

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

BUDGET REQUEST TOTALS

PERMANENT PERSONNEL

| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- |
|----------------------------|-----------|------------|-----------|-----------|------------|-----------|
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL |
| CURR BDGT | 6,687,183 | 764,345 | 7,451,528 | 6,687,183 | 764,345 | 7,451,528 |
| REQUESTED | 6,687,183 | 764,345 | 7,451,528 | 6,687,183 | 764,345 | 7,451,528 |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL PERMANENT PERSONNEL: | | | 212 | | | |

TEMPORARY PERSONNEL

| | BUDGET | -ESTIMATED | BUDGET- | REIM | -ESTIMATED | REIM- |
|------------|---------|------------|---------|---------|------------|---------|
| | SALARY | FRINGES | TOTAL | SALARY | FRINGES | TOTAL |
| CURR BDGT | 150,978 | 17,256 | 168,234 | 150,978 | 17,256 | 168,234 |
| REQUESTED | 0 | 0 | 0 | 0 | 0 | 0 |
| COMP BOARD | 0 | 0 | 0 | 0 | 0 | 0 |

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

00.3 02/17

Connected to host dttmvs2.state.va.us [165.176.127.4] (CIP01C41)

Keys: 190408 Saved: 0013 NUM 11:41 AM

PROCEDURES:• **1ST SCREEN OF 3:**

- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
- ✓ **'FRINGE'** benefits listed are estimates only
- ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' BUDGET REQUEST TOTALS**SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S****2ND SCREEN OF 3:**

MCBB-B COIN BUDGET REQUEST 12/20/2006 11:41

V.10262006 FY: 2008 LOC: 013 OFF: 304 ARLINGTON COUNTY

BUDGET REQUEST TOTALS

EQUIPMENT

| NEW | NEW | REPLACE | REPLACE | TOTAL | TOTAL | STRESSED |
|-----|------|---------|---------|-------|-------|----------|
| QTY | COST | QTY | COST | QTY | COST | COST |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

EQUIPMENT TOTAL :

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

02/17

Connected to host: dltmvs2.state.va.us [165.176.127.4] (CIP01C41) Keys: 190408 Saved: 0013 NUM 11:41 AM

- **2ND SCREEN OF 3:**

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
- ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' BUDGET REQUEST TOTALS

SHERIFF'S AND REGIONAL JAIL SUPERINTENDENT'S

3RD SCREEN OF 3:

| COIN BUDGET REQUEST | | | | 12/20/2006 11:41 | |
|-------------------------------|-----------|--------------|-----------|------------------|--|
| BUDGET REQUEST SUMMARY TOTALS | | | | | |
| TOTAL PERMANENT PERSONNEL..: | | | | | |
| CURR BDGT | 6,687,183 | REIMBURSABLE | 6,687,183 | | |
| REQUESTED | 6,687,183 | | 6,687,183 | | |
| COMP BOARD | 0 | | | | |
| TOTAL ADDITIONAL POSITIONS: | | | | | |
| CURR BDGT | 0 | | | | |
| REQUESTED | 0 | | | | |
| COMP BOARD | 0 | | | | |
| TOTAL TEMPORARY PERSONNEL..: | | | | | |
| CURR BDGT | 150,978 | REIMBURSABLE | 150,978 | | |
| REQUESTED | 0 | | 0 | | |
| COMP BOARD | 0 | | | | |
| TOTAL OFFICE EXPENSES.....: | | | | | |
| CURR BDGT | 0 | REIMBURSABLE | 0 | | |
| REQUESTED | 0 | | 0 | | |
| COMP BOARD | 0 | | | | |
| TOTAL EQUIPMENT EXPENSES...: | | | | | |
| CURR BDGT | 0 | REIMBURSABLE | 0 | | |
| REQUESTED | 0 | | 0 | | |
| COMP BOARD | 0 | | | | |

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

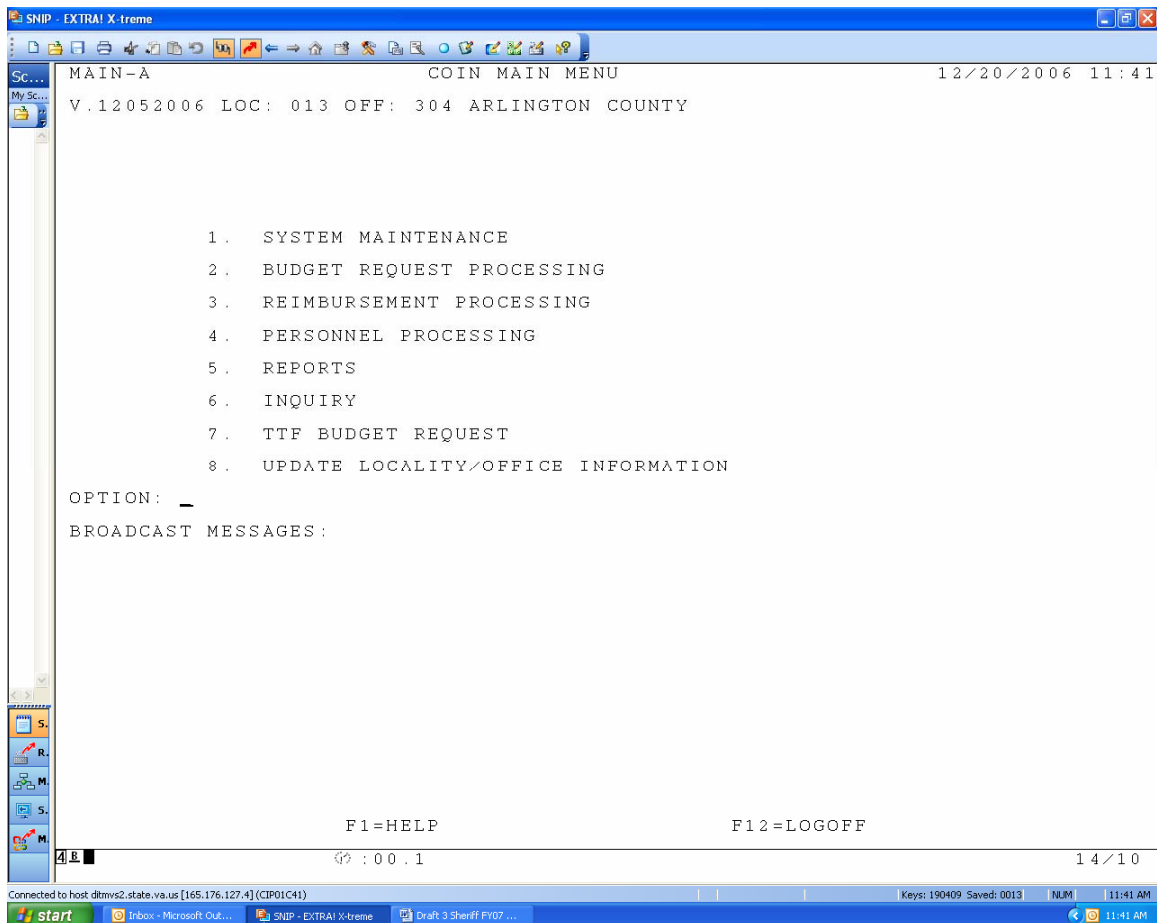
02/17 11:41 AM

• 3RD SCREEN OF 3:

- ✓ Displays totals for each budget request broad-based category:
 - Permanent Personnel
 - Additional Positions
 - Temporary Personnel Funding
 - Office Expense Funding
 - Equipment Requests
- ✓ **'CURRENT BUDGET'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

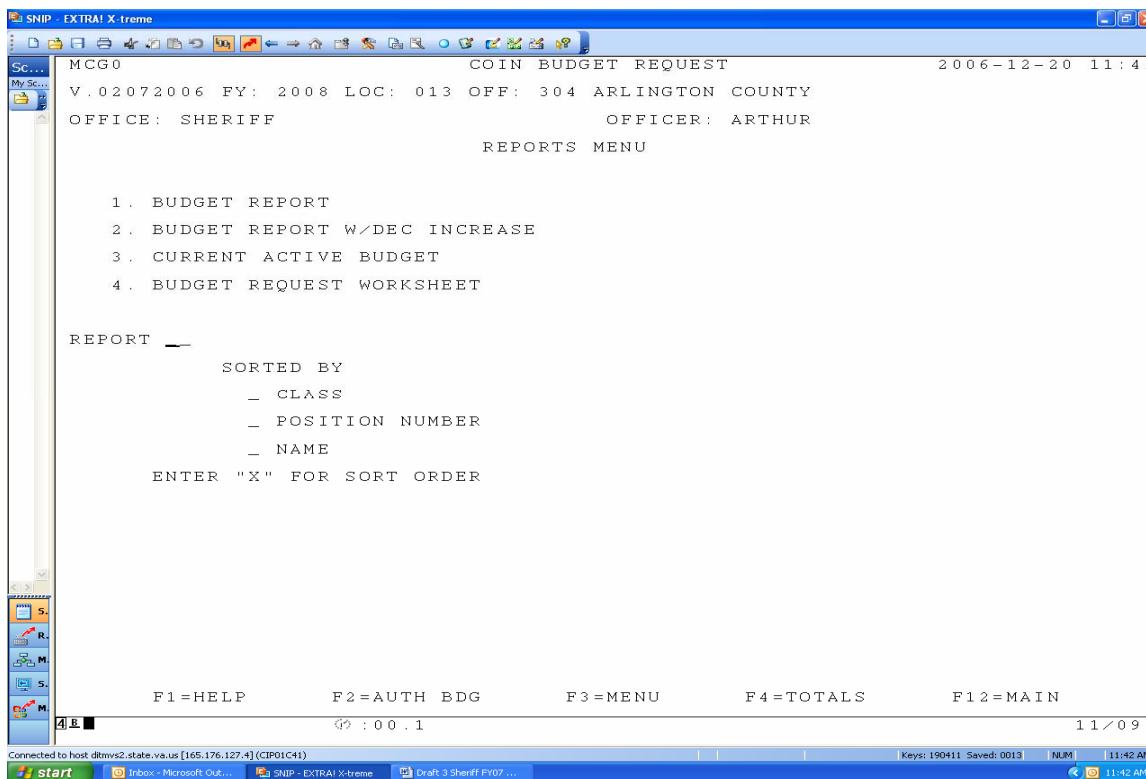
- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 - Budget Reports



- Select Option #5- "Reports"

Main Menu Option #5 - Budget Reports

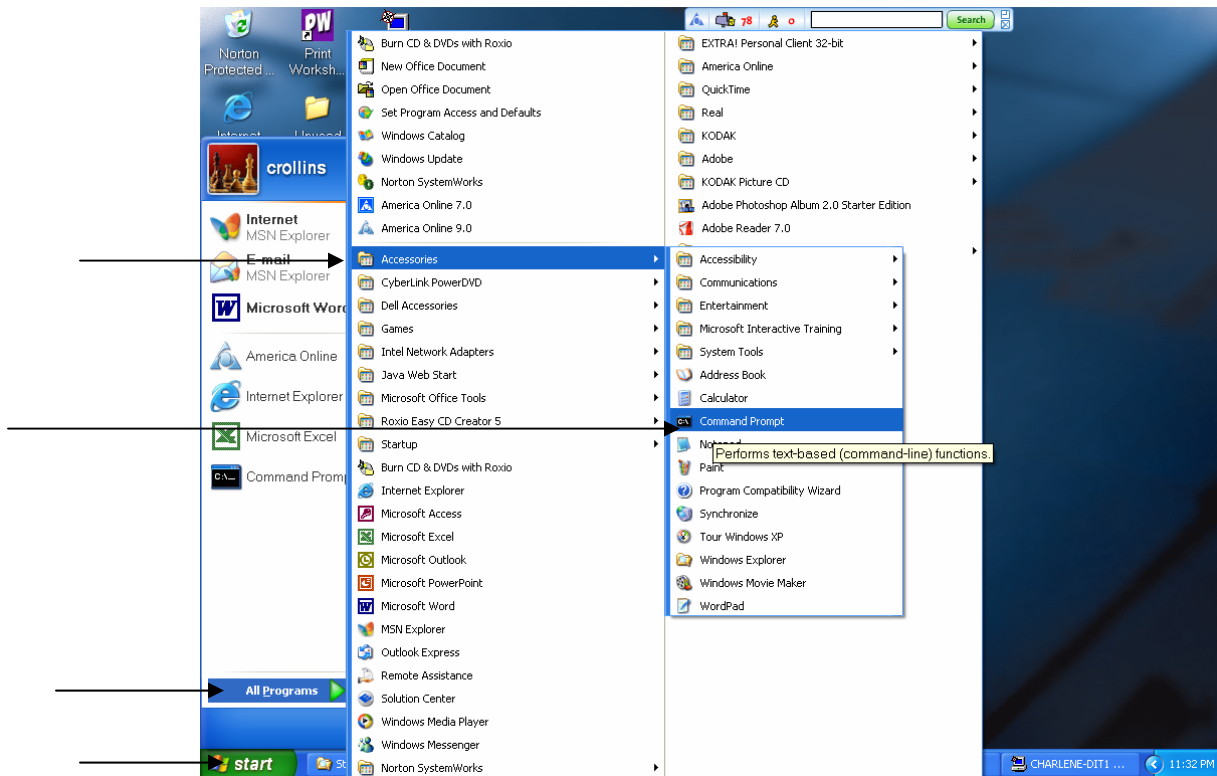


There are 4 versions of the Budget Report that are available.

- Option #1 “Budget Report”- This is the Historical Budget Report, listing all changes to your budget since it went into effect.
- Option #2 “Budget Report W/Dec Increase”- This is the Budget with the December 1 increases factored in. This report is available in November.
- Option #3 “Current Active Budget”– This is the Budget as it was originally approved.
- Option #4 “Budget Request Worksheet”- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.

Enter the desired option along with the desired sort sequence, if no sort sequence is specified the Budget Report will be printed in Class Code order. Governing Bodies will have the ability to request a Budget Report for each office in their locality. You will need to enter the Starting Office and Ending Office as well as the Sort Sequence. We recommend submitting a separate request for each office in your locality.

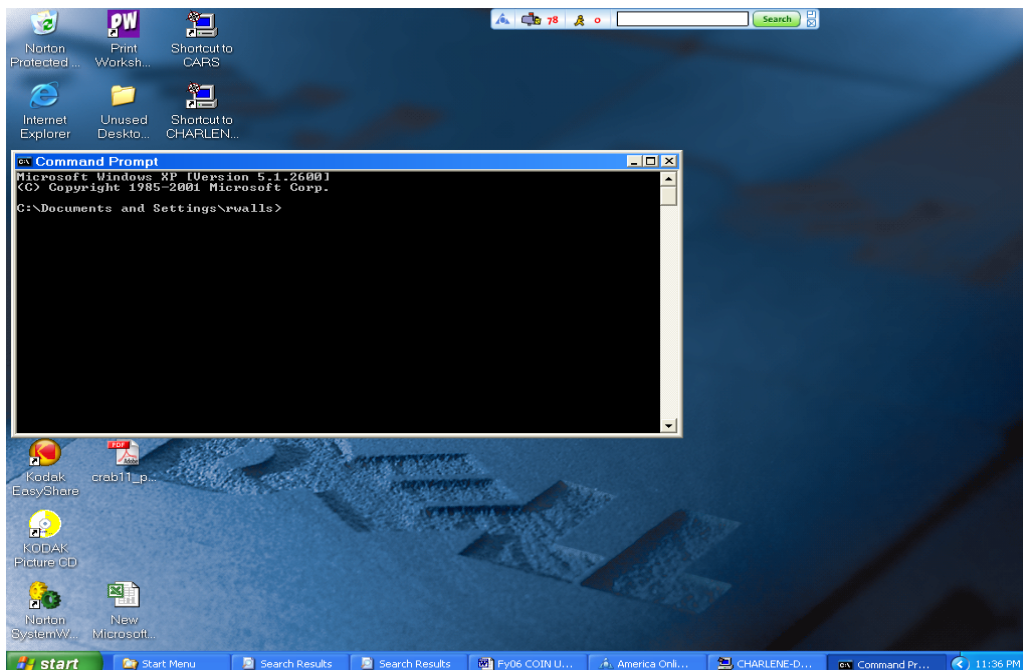
16. Download Instructions



Download Instructions

1. Click “Start” – “All Programs” – “Accessories” – “Command Prompt”

Download Instructions



- 2.- TYPE: **ftp** Press the "ENTER" key
3. -TYPE: **open ditmvs2.state.va.us** Press the "Enter" key
4. -USERNAME: **scbte06 (lowercase)** Press the "Enter" key
5. -PASSWORD: **scbte06 (lowercase)** Press the "Enter" key
6. -TYPE: **user (lowercase)** Press the "Enter" key
7. -USERNAME: **Type your COIN Userid (lowercase)** Press the "Enter" key
8. -PASSWORD: **Type your COIN password (lowercase)** Press the "Enter" key
9. -TYPE: **get** Press the "Enter" key
- 10-TYPE: **'scb.prod.coin.l001.o307.wbudget.rtf'** Press the "Enter" key
(lowercase with single quotes, lowercase L-locality l001.lowercase O-office.budget.rtf)
1. The file to download for option 1 is
'scb.prod.coin.lxxx.oxxx.budget.rtf'
2. The file to download for option 2 is
'scb.prod.coin.lxxx.oxxx.budget2.rtf'
3. The file to download for option 3 is
'scb.prod.coin.lxxx.oxxx.abudget.rtf'
4. The file to download for option 4 is
'scb.prod.coin.lxxx.oxxx.wbudget.rtf'
- 11.- LOCAL FILE NAME: **"c:/budgetreport.rtf"**(with double quotes) Press the "Enter" key
12. BYTES OF DATA TRANSFERRED: Press the "Enter" key
13. TO EXIT: Type **quit** – Press the "Enter" key
Type **exit** – Press the "Enter" key
14. TO PRINT: Open Microsoft Word
15. OPEN FILE: **Budgetreport.rft** (or the name you gave the file)

Download Instructions

Additional Printing Instructions:

- Open Microsoft word
- Look for a file that ends with the extension '.rtf' (denotes Rich Text Format)

OR

- Open Window Explorer
- Click on Local Disk (C:)
- Right click on the file
- Select print.

These files should require no additional formatting for printing.

Technical Assistance

If you should experience problems with retrieving a file, and would like to have your Budget Report emailed to you, please email one of the individuals listed below. Please be sure to include your Locality number and your Office number in your email request.

Anne Wilmoth – anne.wilmoth@scb.virginia.gov

Dan Munson – dan.munson@scb.virginia.gov

Craig Giegerich – craig.giegerich@scb.virginia.gov

Cheryl Gustafson – cheryl.gustafson@scb.virginia.gov

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17. Appendix

Classifications And Pay Plans

SHERIFF'S – Support Personnel

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE SHERIFF DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|---|------------------------|----------|-----------------------|--------|--------|
| GENERAL OFFICE CLERK | GC | 1 | Administrative | 19,856 | 37,371 |
| SECRETARY I COOK A | SECI CK A | | | | |
| SECRETARY II COOK B COMMUNICATIONS OPERATOR | SECII CK B COMOP | 2 | Sr. Administrative | 23,723 | 45,666 |
| COMMUNICATIONS SUPERVISOR | CO SP | | | | |
| ADMIN STAFF SPECIALIST | ADMSS | 3 | Professional | 28,234 | 52,973 |
| LIDS TECHNICIAN 1 (NON-SWORN) | LT1 | 3 | Professional | 28,234 | 52,973 |
| LIDS TECHNICIAN 2 (NON-SWORN) | LT2 | 6 | Sr. Professional | 33,147 | 69,186 |

Classifications And Pay Plans

SHERIFF'S – Law Enforcement, Court Services, and Correctional Officers

CLASSIFICATION AND PAY PLAN FOR LAW ENFORCEMENT, COURT SERVICES, AND
CORRECTIONAL OFFICERS

DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|--|--|-------------|----------------------------|--------|---------|
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH | C7 CS7 L7 CT7 | 3 | Professional | 28,234 | 52,973 |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER CORRECTIONS OFFICER TECH | C8 CS8 L8 CT8 | | | | |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER MASTER DEPUTY CORRECTIONS OFFICER TECH | MDC9, MDCS9, MDL9, C9, CS9 CT9 L9 | 6 | Sr. Professional | 33,147 | 69,186 |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER | C10 CS10 L10 | | | | |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER | C11 CS11 L11 | | | | |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER | C12 CS12 L12 | 8 | Supervisory/ Management | 44,058 | 116,345 |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER | C13 CS13 L13 | | | | |
| CORRECTIONAL OFFICER COURT SERVICES OFFICER LAW ENFORCEMENT OFFICER | C14 CS14 L14 | | | | |

Classifications And Pay Plans

SHERIFF'S – Medical, Treatment, and Classification Personnel

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL

DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|---|-----------------------------------|-------------|--------------|--------|--------|
| MEDICAL TREATMENT CLASSIFICATION RECORDS | _PMED _PTRT _PCLS _PRECS | 3 | Professional | 18,496 | 35,312 |

P - denotes partially
funded

_ - denotes a space

MD - denotes participation in the Sheriffs
Master Deputy Plan

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.

Classifications And Pay Plans

SUPERINTENDENT'S – Support Personnel and Regional Jail Officers

CLASSIFICATION AND PAY PLAN FOR SUPPORT PERSONNEL OF THE REGIONAL JAIL

DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|------------------------|----------------|----------|-----------------------|--------|--------|
| GENERAL OFFICE CLERK | R__GC | 1 | Administrative | 19,856 | 37,371 |
| SECRETARY I COOK A | RSEC1 R_CKA | | | | |
| SECRETARY II COOK B | RSEC2 R_CKB | 2 | Sr. Administrative | 23,723 | 45,666 |
| ADMIN STAFF SPECIALIST | RADMS | 3 | Professional | 28,234 | 52,973 |

| | | | | | |
|----------------------------------|--------|---|---------------------|--------|--------|
| LIDS TECHNICIAN 1 (NON-SWORN) | R_ LT1 | 3 | Professional | 28,234 | 52,973 |
| LIDS TECHNICIAN 2 (NON-SWORN) | R_ LT2 | 6 | Sr. Professional | 33,147 | 69,186 |

CLASSIFICATION AND PAY PLAN FOR REGIONAL JAIL OFFICERS

DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|---|------------------------|----------|----------------------------|--------|---------|
| CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH | R__C7 R_CT7 | 3 | Professional | 28,234 | 52,973 |
| CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH | R__C8 R_CT8 | | | | |
| CORRECTIONAL OFFICER CORRECTIONS OFFICER TECH MASTER DEPUTY | R__C9 R_CT9 RMD9 | 6 | Sr. Professional | 33,147 | 69,186 |
| CORRECTIONAL OFFICER | R_ C10 | | | | |
| CORRECTIONAL OFFICER SUPERINTENDENT | R_ C11 SUP11 | | | | |
| CORRECTIONAL OFFICER SUPERINTENDENT | R_ C12 SUP12 | 8 | Supervisory/ Management | 44,058 | 116,345 |
| CORRECTIONAL OFFICER SUPERINTENDENT | R_ C13 SUP13 | | | | |
| CORRECTIONAL OFFICER SUPERINTENDENT | R_ C14 SUP14 | | | | |

Classifications And Pay Plans

SUPERINTENDENT'S - Medical, Treatment, and Classification

CLASSIFICATION AND PAY PLAN FOR MEDICAL, TREATMENT, AND CLASSIFICATION PERSONNEL IN REGIONAL JAILS DECEMBER 1, 2007 - JUNE 30, 2008

| CLASS TITLE | ABBREV | PAY BAND | ROLE | MIN | MAX* |
|---|----------------------------------|----------|--------------|--------|--------|
| MEDICAL TREATMENT CLASSIFICATION RECORDS | RPMED RPTRT RPCLS RPREC | 3 | Professional | 18,496 | 35,312 |

P - denotes partially
funded

_ - denotes a space

MD - denotes participation in the Sheriffs Master
Deputy Plan

* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.